



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
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(304) 284-4839 (Fax)

September 27, 2006

WEST VIRGINIA BULLETIN NO: WV330-6-10

SUBJECT: Entry of Cultural Resources Data into PRS

Purpose: To clarify questions from the Service Centers

Expiration Date: July 31, 2007

The following guidance is provided to assist you with the data entry of this information:

- 1. Log into PRS.**
- 2. Select *Data Entry* from top toolbar.**
- 3. Select *Cultural Resources* from side panel.**
- 4. Under *Service Details* section:**
 - a. Enter date of service.**
 - b. Tribe – there will be no tribe, unless Bryan Lee notifies your office.**
 - c. Treatment type will be “NO Treatment Type”, unless Bryan Lee has conducted a site visit, at which point he will discuss the issue with the Service Center.**
 - d. National Program - select the program.**
 - e. Agency Affiliation - NRCS is automatically selected.**
 - f. County - County where the practice will be installed.**
- 5. Under *Cultural Resources Section*:**
 - a. Undertakings Reviewed**
 - i. Enter the number of ALL practices in each plan.**
 - ii. Enter the acreage for each practice, with the minimum being one; for example, if you have three pipelines, four springs, and six ponds, the number of acres would be a minimum of thirteen, and greater than thirteen if any of the practices are more than one acre.**



- b. Undertakings Reviewed that have the Potential to Effect Cultural Resources
 - i. This is the number of practices ranked PG or G. For example, if there are 30 practices planned, and a worksheet is sent to Bryan Lee to review all 30, and 17 are PG or G, then undertakings reviewed that have the potential to effect are seventeen.
 - ii. Acreage is calculated in the same manner as explained above.
- c. Field Investigations Conducted
 - iii. This will be zero, unless Bryan Lee conducts a site visit, and he will contact each office before planning a visit. Field Investigation is conducted by the Cultural Resources Specialist.
 - iv. This will be zero, unless Bryan Lee conducts a site visit.
- d. Sites Identified
 - v. Bryan Lee will check the box at the bottom of the Cultural Resources Review Form if a site is present or is not present. He will list multiple sites.
 - vi. Bryan Lee will list the acreage of each site.
- e. Sites Treated
 - vii. Will be zero unless treatment type is noted above in part 4.c.
 - viii. Acreage will be noted as well.

Please continue to submit all Cultural Resources Review forms to Bryan Lee.

To receive the current practice list go to

<http://efotg.nrcs.usda.gov/treemenuFS.aspx?Fips=54101&MenuName=menuWV.zip>.

Proceed to Section II, Part B, Part 1.

If you have questions, or need additional information, please contact Bryan Lee at (304) 284-7591.

/s/

RONALD L. HILLIARD
State Conservationist

DIST: E